



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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August 22, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-05

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: LASERS and TRSL Optional Retirement Plans (ORP)

In OSUP Memorandum #2000-76, agencies were advised to contact OSUP prior to processing any adjustments for the new LASERS ORP (UPS code RT22). This includes one-times, refunds, voids, and supplementals. This is also true for ORPs of the Teachers Retirement System of Louisiana (TRSL) (UPS codes RT17, RT18, and RT19).

Because ORPs are handled differently than regular retirement plans, LASERS and TRSL cannot handle negative contributions for an employee. If a deduction for an ORP is set up in error or if an employee is due a refund of ORP contributions, special procedures must be followed in order to obtain the refund. (Refer to the LASERS and TRSL Retirement Manuals for detailed procedures.) If a negative contribution for an employee is reported on the monthly file, the entire file may be rejected. If this happens, the investment of all ORP contributions for other employees paid through UPS will be delayed. For this reason, it is very important that agencies notify OSUP immediately if an adjustment to an ORP deduction needs to be processed.

Any questions should be directed to the UPS Help Desk at (225) 342-8928.

RSM:APH:kmb

c: LASERS
TRSL